Acquisition Process Improvement Network (PIN)

Record No.:_____   Date Last Changed:_____

PLFA:_____   SLFA:_____   Tertiary Code:_____
Organization:_____   Team Code: _____
DCMC One Book Chapter:_____
POC/Process Specialist:_____
POC Commercial Phone:_____   POC DSN Phone:_____
POC E-mail:_____

Type of Record:_____

> O <u>PRE-AWARD:</u> Acquisition Strategy and Early CAS Lessons Learned
> (i.e., lessons learned that impact buying activities and how they structure programs and contracts.)
>   O   Success Stories
>   O   "Don't Try This" Stories
>
> O <u>POST-AWARD:</u> Contract Performance/Process Improvement Efforts
> (i.e., improvements made in processes, etc., during contract performance that may affect one or many contracts, including future contracts.)
>   O   Success Stories
>   O   "Don't Try This" Stories

Tell us all about it…..
_____
_____
_____

What do you think were the key contributing factors?
_____
_____
_____

 Cost Saving(s)   Cost Avoidance(s)
$_____ $_____

☐   Check if Management Councils were involved.

DCMC HQ Review   O

26. Process Improvement Network-PIN Metric

26.1 Summary

The Defense Contract Management (DCMC) provides contract administration services (CAS) throughout the world. The two (2) Process Improvement Network (PIN) screens are for information such as type, description and comments regarding process improvement projects. When the Process Improvement Network screen 1 (Figure 26-1) opens, you can either select **New** (Section 26.1.1) or **Open** (Section 26.1.2). *Note: The delete procedure is explained in Chapter 6.*

Note: Currently, you cannot enter special characters (e.g., apostrophes, commas and hyphens) into name fields such as ACO Name and Point of Contact. You must therefore, enter such names as Smith-Jones without the hyphen; i.e., Smith Jones.

26.1.1 To Add or Create New Record
　　　No Change
26.1.2 To view or Edit Existing Record
　　　No Change
26.2　Process Improvement Network Screen 1 and 2 Functionality

26.2.1 Fields for Process Improvement Network Screen 1 and 2.

26.2.1.1 Record No. *Screen 1*
This protected data box is for the unique sequential identifier (4 digits) that the system generates and displays. Recommend logical search capability for users (i.e., DCMC Seattle Record 1-100 could be designated as Seattle1, Seattle 2, etc.). Auto-populate by CAO vice auto-populate system wide.

26.2.1.2 Date Last Changed *Screen 1*
This is for the date on which the record was last changed, which the system displays as the current date. It is a protected data element. Note: This date changes whenever the record is saved. It does not change if the record is opened for review, but not re-saved.

26.2.1.3 PLFA *Screen 1*
This is automatically populated with the district code (2-5 alphanumeric characters) associated with the name entered during the login procedure.

26.2.1.4 SLFA *Screen 1*
This protected data box is for the MOCAS code (2-5 alphanumeric characters) which identifies the Contract Administration Office (CAO). It is automatically populated based on the Username entered during the login procedure.

26.2.1.5 Tertiary Code *Screen 1*
Select the Defense Contract Management Office (DCMO) identifier, if available, from this drop-down list.
Notes: The Tertiary Codes listed depend on which ones, if any, your CAO has entered; therefore, the list box may be empty. Chapter 28 explains how to add valid Tertiary Codes to this list.

26.2.1.6 Organization *Screen 1*
This is protected and automatically populated based on the Contract Administration Office (CAO) shown in SLFA (26.2.1.4).

26.2.1.7 Team Code *Screen 1*

THIS IS A NEW REQUIREMENT. Recommend that CAO enters team codes and they be available for selection via a drop down list.

26.2.1.8 DCMC One Book Chapter *Screen 1*
Select (click on or highlight) the applicable chapter name from this list which identifies the DCMC One Book chapter associated with a Defense Contract Management Command (DCMC) or contractor process. This is a required data element for all Types of Records (26.2.1.13).

26.2.1.9 POC/Process Specialist *Screen 1*
Enter the name (up to 30 alphanumeric characters) of the point of contact (POC) or process specialist for the subject or process targeted for improvement. This is a required data element for all Types of Records (26.2.1.13).

26.2.1.10 POC Commercial Phone *Screen 1*
Enter the commercial telephone number (10-26 digits) of the point of contact (POC) or process specialist. If you enter (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it. This is a required element.

26.2.1.11 POC DSN Phone *Screen 1*
Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the point of contact (POC) or process specialist. If you enter seven (7) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

26.2.1.12 POC E-mail *Screen 1*
Enter the Internet E-mail address (up to 60 alphanumeric characters) for the point of contact (POC) or process specialist.

26.2.1.13 Type of Record *Screen 2*
THIS IS A SCREEN REDESIGN REQUIREMENT. Indicate the type of information being entered for this record by selecting the circle in front of either one of the following 2 categories: **Pre-Award: Acquisition Strategy and Early CAS Lessons Learned or Post Award: Contract Performance/Process Improvement Efforts. Once a category has been selected, select the circle in front of either Success Stories** or **"Don't Try This" Stories**.

RECOMMEND that definitions for the Pre-Award and Post-Award categories be displayed on screen permanently or be available as a drop-down or Help screen.

26.2.1.14 *Tell us all about it…. Screen 2*
THIS IS A SCREEN VARIATION REQUIREMENT. Enter a brief, concise description (up to 250 alphanumeric characters) of the subject or process based on the Type of Record (26.2.1.13). This is a required data element. *Note: If you enter more than the allowed number of characters, a message pops up when you* **Tab** *out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.*

26.2.1.15 *What do you think were the key contributing factors? Screen 2*

THIS IS A SCREEN VARIATION REQUIREMENT. Enter a brief, concise description (up to 250 alphanumeric characters) of the key contributing factors based on the Type of Record (26.2.1.13). This is a required data element. *Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.*

26.2.1.16 Cost Saving(s) *Screen 2*
Enter the dollar amount (up to 10 digits) that contract values have been reduced, or money returned to the government as a result of DCMC participation in process improvement activities including those savings resulting from Continuous Improvement Opportunities (CIOs). You must enter a value for either Cost Savings and/or Cost Avoidance (26.2.1.17). Zero (0) is an acceptable entry.
Note: Process improvement cost savings occur when a contract modification is negotiated which results in a reduction of the contract price, a check is collected, or there is a reduction in the Government's operating costs. Recognize and report these savings on a one-time basis when the modification is executed, check is received, etc.

RECOMMEND that definitions and notes for the Cost Saving(s) categories be available as a drop-down format, Help screen, or an automatic reminder or prompt capability. Many questions arise in this area.

26.2.1.17 Cost Avoidance(s) *Screen 2*
Enter the dollar amount (up to 10 digits) that contractor expense and the anticipated Government cost would have been higher if it were not for DCMC's participation in process improvement activities, including those avoidances as a result of Continuous Improvement Opportunities (CIOs).
Note: Calculate process improvement cost avoidances in current year dollars over a period not to exceed the active life of the longest existing contract, or three (3) years, whichever comes first. Cost avoidances are reported on a one-time basis; however, additional amounts may be reported when they are identified.

RECOMMEND that definitions and notes for the Cost Avoidance(s) categories be available as a drop-down format, Help screen, or an automatic reminder or prompt capability. Many questions arise in this area.

26.2.1.18 Check if Management Councils were involved.
THIS IS A NEW REQUIREMENT. This box is used to indicate if Management Councils were involved in sponsoring and managing a process improvement effort. It is automatically unfilled (unchecked) and can be filled (checked) by the POC.

26.2.1.19 DCMC HQ Review
This is to indicate whether or not a record has been accepted. It is automatically unfilled and can only be filled by Headquarters. The primary purpose of this review is to determine which records will be candidates for links to the DCMC One Book.

Acquisition Process Improvement Network (PIN)

Record No.: **26.2.1.1**　　　　Date Last Changed: **26.2.1.2**

PLFA: **26.2.1.3**　SLFA: **26.2.1.4**　Tertiary Code: **26.2.1.5**
Organization: **26.2.1.6**　　　　Team Code: **26.2.1.7**
DCMC One Book Chapter: **26.2.1.8**
POC/Process Specialist: **26.2.1.9**
POC Commercial Phone: **26.2.1.10**　　　POC DSN Phone: **26.2.1.11**
POC E-mail: **26.2.1.12**

Type of Record: **26.2.1.13**　　　　　　　　　　　　　　　　　*Screen 2*

O PRE-AWARD: Acquisition Strategy and Early CAS Lessons Learned.
(i.e., lessons learned that impact buying activities and how they structure
programs and contracts.)
　　O　Success Stories
　　O　"Don't Try This" Stories

O POST-AWARD: Contract Performance/Process Improvement Efforts.
(i.e., improvements made in processes, etc., during contract performance
 that may affect one or many contracts, including future contracts.)
　　O　Success Stories
　　O　"Don't Try This" Stories

Tell us all about it…..

_____
_____**26.2.1.14**_____

What do you think were the key contributing factors?

_____
_____**26.2.1.15**_____

　Cost Saving(s)　　　　　　　　　　　Cost Avoidance(s)
$　**26.2.1.16**　　　　　　　　　　　$　**26.2.1.17**

☐　Check if Management Councils were involved.
　　　　　26.2.1.18　　　　　　　　　　DCMC HQ Review O
　　　　　　　　　　　　　　　　　　　　　　　26.2.1.19

Process Improvement Network Data Elements

Element Name	Data Type	Length	Rq	Description	Business Rules

			d.		
Screen 1					
Record No.	Num	4	N/A	Unique sequential record identifier.	Auto-populate by CAO from program.
Date Last Changed	Date	11	yes	Date the record was last changed.	Auto-populate with the system date. Field is a protected field. Display in DD-MON-YYYY format.
PLFA	Alpha	2	Yes	District Code	Auto-populate based on login.
SLFA	Alpha	2	No	CAO Code	Auto-populate based on login.
Tertiary Code	Alpha	2	No	DCMO identifier	Provide a picklist with values. See attachment.
Organization	Alpha	45	N/A	Location Name	Auto-populate based on CAO organization code.
Team Code*					
One Book Chapter	Alphanum	60	Yes	The actual name of the DCMC One Book chapter associated with a DCMC or contractor process.	Picklist based on One Book Chapters.
POC/Process Specialist	Alpha	30	Yes	Name of the point of contact/process specialist for the subject/process.	Required for both types of records.
POC Commercial Phone	Alphanum	26	Yes	Commercial phone number of the point of contact/process specialist.	Required for both types of records.
POC DSN Phone	Alphanum	15	No	Defense switched network phone number of the point of contact/process specialist.	
POC E-mail	Alphanum	60	No	Internet E-mail address of the point of contact/process specialist.	
Screen 2					
Type of Record*	N/A	N/A	Y	Indicator for the type of data input for this application.	The following options are available: Pre-Award: Acq. Strategy and Early CAS Lessons Learned or Post Award: Contract Perform./Process Improvement Efforts. Also, select the circle in front of either Success Stories or "Don't Try This" Stories.
Description-*Tell us all about it..*	Alphanum	250	Yes	Brief, concise description of subject/process based on the type of record.	
Description-*Key contributing factors?*	Alphanum	250	Yes	Brief, concise description of the key contributing factors based on the type of record.	
Cost Saving(s)	Num	10	Yes	Dollar amount that contract values were reduced, or the amount	Either the Cost Saving(s) or Cost Avoidance(s) field must have a value entered. Zero (0)

				returned to the Govt. as a result of DCMC participation in process improvement activities including Continuous Improvement Opportunities (CIOs).	is an acceptable value.
Cost Avoidance(s)	Num	10	Yes	Dollar amount that contractor expense and the anticipated Government cost would have been higher if it were not for DCMC's participation in process improvement activities including Continuous Improvement Opportunities (CIOs).	Either the Cost Avoidance(s) or Cost Saving(s) field must have a value entered. Zero (0) is an acceptable value.
Management Council Involvement*	N/A	N/A	Yes	This box is used to indicate if Management Councils were involved in sponsoring and managing a process improvement effort.	Automatically unfilled/unchecked. POC can fill/check.
DCMC HQ Review	N/A	N/A	Yes HQ	This is to indicate whether or not a record has been accepted.	Automatically unfilled. DCMC HQ can fill.

*New requirement; need further discussion with AQAC to complete and/or assure accuracy.